

**FIRE TRAINING OFFICER**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible position in the fire service, the primary duties of which include conducting drills and training classes for all fire department employees. The employee of this class develops and implements a training program by evaluating the performance of department employees during training and at the emergency scene, and by maintaining records required to document the activity of the Training Division. The Fire Training Officer is also responsible for preparing training materials and tests. This is a specialty class in the fire department and the employee of this class has supervisory responsibility over line personnel only when they are temporarily involved in training activities. The Fire Training Officer reports to and has work reviewed by the Fire Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the development and operation of the training program for the fire department. Provides for regular employee training at all levels within the department by conducting training classes, either in the classroom, at the drill field, or at fire stations, in the following areas: fire fighting, forcible entry, use of protective breathing apparatus, hoses, fire streams, water supplies, ropes, hydraulics, ladders, ventilation, fire attack, salvage and overhaul, pump operations, driving fire equipment, hazardous materials, fire fighting apparatus, tools, and equipment, as well as first aid, CPR, rescue, safety, pre-fire planning, supervision, public relations, fire prevention, inspection and investigation, laws applicable to fire service operations, and any other related subject assigned or required.

Responds to fires to make notes for use in training. Provides for the needs of fire fighting and other emergency personnel at the scene of an incident. Reviews the response of fire personnel at the emergency scene to determine if changes are necessary in the training program. Makes recommendations for improvements in the training program. Inspects specified area for fire service equipment and other safety and first-aid supplies, demonstrates such equipment and practices, and observes fire personnel in use of prescribed safety equipment and supplies. Provides informal or "on-the-job" training for new employees and assists employees in technical areas of work.

Performs administrative duties such as preparing lesson plans, training materials and written tests. Schedules training for department members, administers training tests and grades tests. Maintains a library of training resources. Keeps informed on local trends that may affect the fire service and recommends changes in department operations within management policies, goals and objectives that will help the city to obtain favorable ISO ratings.

Completes all forms and records as required. Writes narrative reports on matters concerning the operation of the division. Files records and reports. Reads graphs, charts, manuals or reports. Answers telephone inquiries.

Orders, disburses and maintains inventory of supplies and equipment for the training division. Meets sales representatives to review products when directed.

Works with other public service agencies on projects of mutual concern. Informs and answers questions from the public about fire department operations by participating in public education programs, talks and demonstrations or distributing literature. Conducts tours of division facilities. Participates in conferences, conventions and other educational meetings.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least five (5) years full-time experience with a paid fire department or three (3) years experience in fire service training.